



MAR 24 2014

VETERANS' PROGRAM LETTER NO. 02-14

MEMORANDUM FOR: ALL NATIONAL OFFICE STAFF
ALL REGIONAL OFFICE STAFF
ALL DIRECTORS OF VETERANS' EMPLOYMENT and
TRAINING SERVICE
ALL COMPETITIVE GRANTEEES

FROM:

KEITH KELLY

A handwritten signature in black ink, appearing to read "Keith Kelly", written over the printed name.

SUBJECT:

Reopening Closed Reporting Quarters or Unlocking Planned Goals
in the VETS' Employment and Training Operations and Activity
Report (VOPAR)

I. Purpose: Veterans' Employment and Training Service (VETS) is creating a process for the request and approval to reopen previously closed reporting quarters and unlocking planned goals within the VOPAR system. This process will require the submission of proper justification and concurrence by members of VETS' program and management team that includes formal documentation. Additionally, this process will create an audit trail of changes to performance measures needed to ensure a proper level of data integrity.

II. Reference(s): N/A

III. Rescinds (or Supersedes): N/A

IV. Background: A reporting quarter is closed in the VOPAR system 45 days after the end of a quarter and the data is approved by the Regional Office. The VOPAR system allows for reporting quarters to be reopened or planned goals to be unlocked, upon request, for the purposes of allowing grantees or VETS staff to change data. Historically, there has been no audit trail to track the opening of previous quarters, or unlocking planned goals, or the ability to archive the original data before it has been updated. As a result, VETS cannot duplicate any historical data that has been reported to the public, elected officials, and the Administration.

V. Summary of Changes: The following describes the requirements needed for the opening of previously closed quarters or unlocking planned goals in the VOPAR system. The number of required approvals needed to reopen a previously closed quarter increases based on the period of time the quarter has been closed. The VOPAR Request for Reopening Quarter(s) Approval Form or Unlocking Planned Goals must be submitted to the National Office regardless of which level of reopened quarter.

Requirement	Approval Level Required
Level 1: Opening a quarter or unlocking planned goals for a previous quarter in the current Program Year	
<ul style="list-style-type: none"> Justification outlining the need for reopening previously closed quarter(s) or unlocking planned goals Documented original result(s) and proposed new result(s) 	<ul style="list-style-type: none"> Approval from GOTR Concurrence from Region Concurrence from Deputy Director of National Programs or designee.
Level 2: Opening a quarter or unlocking planned goals beyond the current Program Year	
<ul style="list-style-type: none"> Justification outlining the need for reopening previous Program Year closed quarters or unlocking planned goals Documented original result(s) and proposed new result(s) 	<ul style="list-style-type: none"> Approval from GOTR Concurrence from Region Concurrence from Deputy Director of National Programs Concurrence from Office of Performance and Evaluation

VI. Inquiries: RAVETs and DVETs will communicate these updates with all appropriate staff. DVETs will direct all questions to the Regional Administrator. RAVETs will direct inquiries regarding this guidance to Dennis Johnson, Johnson.Dennis.R@dol.gov, or at (202) 693-4742.

VII. Expiration Date: Until rescinded or superseded

VIII. Attachment(s): Request for Reopening Quarter Approval Form